

## **Stakeholder Requests for Bulk Payments at a Mobile Enrollment Center Site**

\*\*\*\*\* (as of 8/19/09) \*\*\*\*\*

The following is Lockheed Martin's policy for stakeholder requests for bulk payments at mobile enrollment center locations.

"Bulk payment" is a process by which TWIC stakeholders provide a list of applicant names and an associated lump sum prepayment in order to cover future TWIC enrollments for multiple applicants over a period of time.

The bulk payment option is provided to give stakeholders additional flexibility in how they purchase TWIC credentials for applicants within their organizations. Note: bulk payment requests are not available at fixed enrollment center locations.

### **Requirements:**

- Bulk payments for enrollments at a stakeholder mobile enrollment center site may be executed with a corporate check as a single payment and will be based on the anticipated number of enrollments at the facility. Before LM can begin enrollments, stakeholders are required to provide payment in full and a listing of the individuals to be enrolled. As individuals are enrolled, they will be marked off the list, and a daily tally will be reconciled at the close of business each day. At the conclusion of the mobile deployment period, a final reconciliation will be conducted between the LM representative and the stakeholder. If a refund is required, it will be processed at that time for payment via check to the stakeholder in accordance with LM's financial processes.
- A reconciliation date will be agreed upon between the stakeholder and the responsible Field Coordinator at the time initial payment is made. This date shall not be more 30 days from the time of initial payment. If more time is required for completion of a stakeholder's applicants, this shall be mutually agreed upon between the stakeholder and the LM Operations Manager at the time of reconciliation.
- For companies interested in conducting a mobile enrollment may contact the following Lockheed Martin Representative for additional instructions:  
Stephen Foster  
[Stephen.l.foster@lmco.com](mailto:Stephen.l.foster@lmco.com)  
703-253-5014
- For companies who require Lockheed Martin Corporation's W-9 for check processing procedures, please contact the Lockheed Martin Representative following:  
Ricky Welborn  
[richard.welborn@lmco.com](mailto:richard.welborn@lmco.com)  
703-253-5030

Important: Bulk Payment checks are not to be sent to the address on the W-9. Please coordinate with the LM Operations Manager or assigned mobile enrollment center manager to process your bulk payment check at mobile enrollment center location prior to the first applicant enrolling.